

Columbus State University
Staff Council
Meeting Minutes
November 13, 2014

Attendees: Amber Dees, Lashica Thomas, Jennifer Alberti, Michele Scott, Karen Kinard, Anne Brown, Britney Kelley, Mary Libby Smith, Marie Theresa Conklin, Kaylen Deal, Keith Grier, Danielle Roper, Crystal Jones, Becky Tew, Laurie Jones, Eric VanBibber, Stephanie Speer, Rita Snell, Dana McGlou, David Mitchell, Jessica Gonzalez-Armstrong

- I. Call to Order 10:05 a.m.
- II. Approval of Minutes from previous meeting
- III. Financial Report
 - a. CSU Account \$ 213.06
 - b. Foundation Account \$2072.46
- IV. Committee Reports
 - A. Welcome Committee (Laurie)
 - a. New Employee Welcome Event
 - i. Lumpkin Center Dec 2nd 8:30 a.m.
 - ii. Sign-up sheet is going around to ask about lunch sign up
 - iii. Laurie asked staff council to be present at the event at 8:30am and then wanted 5 or so for lunch to interact with the new staff
 - B. Staff Development and Scholarship Committee (April)
 - C. Staff appreciation Committee (Dana)
 - a. Fall Staff Appreciation Event
 - i. Nov. 21 8am Friday
 - ii. Vote to approve the cost for the appreciation
 - iii. Donate the posters charge for the card \$120.00 to get 700 cards
 - iv. David will ask Aramark to provide breakfast for \$400.00 if not then committee and staff council will get breakfast items – ie juice
 - v. Made changes to the survey-re worked the question 1
 - vi. Will send out an email to the group so we can vote via email
 - vii. Dana is making efforts in increase the marketing of the event. Tell your co-workers post it on Facebook, Save the Date, it will appear in “In the Know” and on the calendar and big posters donated by the print shop.
 - viii. Two locations Dillingham Center and Woodall Hall.
 - D. Fund Raising committee (Debby)
 - a. Recycling Efforts (Eric) – Total \$1191.20 for efforts in to account the check. Everyone experience in the process of packaging.
 - i. Cardboard boxes break down put them by the trash and custodial will know to put in the recycling. Need to volunteer with Dana and Eric to do the toner packaging.

- E. Staff Service Award Committee (Laurie)
 - a. No report
- V. President's Council Report (Amber)
 - a. No report
- VI. Old Business
 - a. By-laws Revisions
 - i. Post pone the discussion for bi laws until the January meeting.
- VII. New Business
 - a. Free Meals-David
 - i. RFP for meal plan-will be announced and will kick into effect Fall 2015. They are reconfiguring the proposal that is why we are late and the contract with Aramark has not been signed
 - ii. 5 for full time and 3 part time meals for the Fall semester and spring semester in return for that
 - iii. Thankful Thursday is next week.
 - b. CSU Ebola Preparedness-Becky Tew
 - i. A PowerPoint presentation was done to inform the staff council.
 - ii. Georgia has an Ebola Plan because 1 out of 5 airports that connects with West Africa routes
 - 1. Libby asked a question about if you can get it from sneezing because of the droplets if the person is systematic
 - 2. Flu Shots
 - c. Assistant Secretary Replacement-(Amber Dees)
 - i. Suzy taking Jessica Gonzalez's place at the university.
 - ii. Do we want to get a little cake? Ask David for a CSU gift card.
 - iii. We are taking up nominees for this position. Dana volunteered. A motion to approve Dana was raised and all were in favor. Dana will be the Asst. Secretary as of January 2015.
 - d. Winter Holiday Break-(Laurie Jones) campus will be closed December 18 the first 5 days are annual leave and December 26-31 are paid holidays and 1 paid holiday January 1 with January 2 annual leave. Submit the leave before you go on break.
 - i. Wednesday campus closes 1pm on Thanksgiving break only if you are requesting off.
 - ii. Requesting a police officer on January 12th the first day of school and weeks for parking per Anne
 - e. Presidential Search Committee Update (Amber Dees)
 - i. Thank you to everyone who attended the forums for the search. We want to make sure that the staff voice is heard in the process. Sharing the information with departments and among staff. There is a website: our5thpresident.columbusstate.edu Survey was up and we did decide to do an open search. We want lots of participation at all of these events. We want to get a good sense of each candidate.

We are finalizing the job listing. Dr. Hackett lost the privilege when he was named Interim President.

- ii. December 5th 3pm-6pm Holiday party in the Cunningham center
- iii. December 3rd Dr. Mescon farewell party
- iv. Mr. Essence award-junior or senior student application and nominate the student from Brittney
- v. Last Day for open enrollment – 11/14/2014-75.00 surcharge that cannot e reimbursed.

VIII. Announcements

- a. Holiday Christmas Party-11am-12:30pm move the time. Dirty Santa everyone that wants to participate just brings a \$5.00 gift. Buy something. Make the numbers Food signup sheet via google document. Amber and sign the card during the meeting. Go to Publix grab sheet cake. Handle the ham and breast turkey. A motion to move for staff council to purchase the meat was raised and approved. The staff council will bring the side dishes.
- b. Clearview parking will be gone once the residence hall breaks ground.
- c. January the 15th would be this meeting and a new location details to follow

IX. Budget update-We are down 50% of state funds. The cuts are coming from staff and business and finance. We will not know until the spring-what we will have to cut.

X. Adjournments